

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/07/14

CLOSING DATE: 01/16/14 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC II SCDC POSITION #: 015805

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 01 WORK TIME: 0800 AM - 0400 PM

LOCATION: ALLENDALE CORRECTIONAL INSTITUTION, FAIRFAX (ALLENDALE) LEVEL 2

STATE JOB TITLE: ADMIN SPECIALIST II STATE JOB CLASS: AA50

BAND: 03 SALARY RANGE \$ 021063 - \$ 038975 SPECIAL INCENTIVE: NO

LEVEL: A SALARY RANGE \$ 021063 - \$ 033360 SCEIS POSITION #: 61020298

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.

AGENCY PREFERRED QUALIFICATIONS:

TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN USE OF CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:

SEARCHES INCOMING MAIL AND OUTGOING MAIL. PICKS UP INCOMING MAIL FROM THE US POST OFFICE DAILY. DELIVERS INMATE MAIL TO HOUSING UNITS. PROCESSES ALL ITEMS FOUND AND COMPLETES APPROPRIATE DOCUMENTATION. DOCUMENTS LEGAL MAIL BY COMPLETING LEGAL MAIL LOG SHEET. MAINTAINS RECORDS OF ALL MONEY AND GOVERNMENT CHECKS RECEIVED AND PAID THROUGH EH COOPER ACCOUNTS. COORDINATES ACTIVITIES OF INMATE COOPER TRUST FUND BETWEEN THE INMATES AND FISCAL OFFICE.

COMMENTS:

MUST SATISFACTORILY COMPLETE SCDC BASIC TRAINING